# ART 118 - Digital Arts

## Culture, Theory, and Practice

**Lecturer Name:** Chris Willey  
**E-mail:** [willey@uwm.edu](mailto:willey@uwm.edu)  
**Office:** ART 316  
**Office Hours:** By Appointment only. Please email.

**Teacher's Assistant:** Becki Johnson  
**TA E-mail:** [johns843@uwm.edu](mailto:johns843@uwm.edu)

**Lecture Time:**  
Mondays, 11:00AM - 12:15PM

**Lecture Location:** ACL 120  
**Lecture Final Exam Day/Time:**  
Monday, May 15 at 10AM in ACL 120

### Lab Schedule

#### MONDAY LABS:

<table>
<thead>
<tr>
<th>Lab Number</th>
<th>Lab Class Times</th>
<th>Instructor Name</th>
<th>Instructor Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>118 - 801</td>
<td>12:30 PM - 3:00 PM</td>
<td>Scott Taylor</td>
<td><a href="mailto:taylorsd@uwm.edu">taylorsd@uwm.edu</a></td>
</tr>
<tr>
<td>118 - 802</td>
<td>5:00 PM - 7:30 PM</td>
<td>Scott Taylor</td>
<td><a href="mailto:taylorsd@uwm.edu">taylorsd@uwm.edu</a></td>
</tr>
</tbody>
</table>

#### TUESDAY LABS:

<table>
<thead>
<tr>
<th>Lab Number</th>
<th>Lab Class Times</th>
<th>Instructor Name</th>
<th>Instructor Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>118 - 803</td>
<td>8:00 AM - 10:30 AM</td>
<td>Emily Berens</td>
<td><a href="mailto:scheide5@uwm.edu">scheide5@uwm.edu</a></td>
</tr>
<tr>
<td>118 - 804</td>
<td>12:30 PM - 3:00 PM</td>
<td>Cynthia Brinich-Langlois</td>
<td><a href="mailto:brinichl@uwm.edu">brinichl@uwm.edu</a></td>
</tr>
<tr>
<td>118 - 805</td>
<td>5:00 PM - 7:30 PM</td>
<td>Cynthia Brinich-Langlois</td>
<td><a href="mailto:brinichl@uwm.edu">brinichl@uwm.edu</a></td>
</tr>
</tbody>
</table>

#### WEDNESDAY LABS:

<table>
<thead>
<tr>
<th>Lab Number</th>
<th>Lab Class Times</th>
<th>Instructor Name</th>
<th>Instructor Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>118 - 808</td>
<td>12:30 PM - 3:00 PM</td>
<td>Scott Taylor</td>
<td><a href="mailto:taylorsd@uwm.edu">taylorsd@uwm.edu</a></td>
</tr>
</tbody>
</table>

#### THURSDAY LABS:

<table>
<thead>
<tr>
<th>Lab Number</th>
<th>Lab Class Times</th>
<th>Instructor Name</th>
<th>Instructor Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>118 - 810</td>
<td>8:00 AM - 10:30 AM</td>
<td>Emily Berens</td>
<td><a href="mailto:scheide5@uwm.edu">scheide5@uwm.edu</a></td>
</tr>
<tr>
<td>118 - 811</td>
<td>12:30 PM - 3:00 PM</td>
<td>Cynthia Brinich-Langlois</td>
<td><a href="mailto:brinichl@uwm.edu">brinichl@uwm.edu</a></td>
</tr>
<tr>
<td>118 - 812</td>
<td>5:00 PM - 7:30 PM</td>
<td>Cynthia Brinich-Langlois</td>
<td><a href="mailto:brinichl@uwm.edu">brinichl@uwm.edu</a></td>
</tr>
</tbody>
</table>
FOR ALL 118 STUDENTS

Lecture Final Exam
Tuesday, December 20th, 2016 at 10:00 AM in ACL 120
No Make Up Exams

Lab Final Project Presentation Schedule

MONDAY, MAY 8, 2017
Lab 801 – FINAL PRESENTATION - 12:30PM in MIT 349
Lab 802 – FINAL PRESENTATION - 5:00PM in MIT 349

TUESDAY, MAY 9, 2017
Lab 803 – FINAL PRESENTATION - 8:00AM in MIT 349
Lab 804 – FINAL PRESENTATION - 12:30PM in MIT 349
Lab 805 – FINAL PRESENTATION - 5:00PM in MIT 349

WEDNESDAY, MAY 10, 2017
Lab 808 – FINAL PRESENTATION - 12:30PM in MIT 349

THURSDAY, MAY 11, 2017
Lab 810 – FINAL PRESENTATION - 8:00AM in MIT 349
Lab 811 – FINAL PRESENTATION - 12:30PM in MIT 349
Lab 812 – FINAL PRESENTATION - 5:00PM in MIT 349
<table>
<thead>
<tr>
<th><strong>ART 118 EXPECTED WORKLOAD</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FAIR WARNING</strong> - This is not a typical 100 level course. Lots of weekly tasks.</td>
<td></td>
</tr>
</tbody>
</table>

**CLASS TIME:**

- **LECTURE** - 75 minute lecture 1/week x 15 weeks = **19 HOURS AND 15 MINUTES**
- **LAB** - 150 minute lab 1/week x 15 weeks = **37 HOURS AND 30 MINUTES**

+ **REQUIRED READING** @ 1-2 hours each week: approx. **15-30 HOURS**

+ **DISCUSSION POSTS** @ 1 hour each week: approx. **15 HOURS**

+ **LAB HOMEWORK** @ 2-3 hours each week: approx. **30-45 HOURS**

+ **DIGITAL CREATIVE RESEARCH PAPER**: approx. **10-20 HOURS**

= **TOTAL:**

**LOW ESTIMATE= 126 HOURS AND 45 MINUTES**

(8 HOURS AND 27 MINUTES PER WEEK)

**HIGH ESTIMATE= 166 HOURS AND 45 MINUTES**

(11 HOURS AND 7 MINUTES PER WEEK)

*Due to the nature of the material being covered, we want students to be aware of how much time they will be expected to dedicate during the semester to be successful in this course. Just like learning to speak a language or play a sport, developing an understanding of the program mechanics and associated vocabulary required to understand and create digital art takes PRACTICE, which means an investment of TIME.*
CATALOG DESCRIPTION
Introduction to electronic art and imaging. Focus on historical and cultural contexts, theoretical concepts and studio skills using imaging software. Prereq: none

COURSE DESCRIPTION
This course examines digital culture through the lens of critical theory; in the labs we learn how to use digital tools to create projects that could relate to digital culture. The aim of this course is to critically examine the intersection of art and technology, and to demonstrate its potential for creativity across a wide range of artistic and design practices. This required Peck School of the Arts first year course introduces the beginning art student to digital media tools. The course introduces a critical awareness of creatives producing images as part of our visual culture. Additionally, we will examine the history of computers, and explore emerging technologies. Throughout the semester, we will introduce a myriad of polemical topics and discuss how these issues play a role in our [digital] culture.

LECTURE
In the lectures, students will be introduced to art and technology in both historical and cultural contexts. Students will repeatedly investigate methods of generating visual culture through the lens of critical theory and with digital tools. These explorations will take the form of quizzes, weekly in-depth discussions on D2L, a written research paper focusing on a contemporary digital creative (DCRP), and a final exam of content covered.

Additionally, some lectures will present a dissection of various artists' and/or designers' work within Adobe’s Creative Suite of programs to demonstrate how images from digital culture are created. These sessions will also include an introduction to the abstract aspects of the software. Lastly, there will be presentations by visiting creatives.

LAB
The lab is a place to personally explore art and design using Adobe Bridge, Adobe Photoshop, and Adobe Illustrator. Lab instructors will cover basic software techniques in each lab. Students can elect to follow online tutorials from Lynda.com to reinforce classroom instruction. Students will be expected to complete in-class exercises, skill-building assignments, as well as a mid-term and final project. Along with the technical aspect of the labs, students will pursue two research prompts throughout the semester. One project will focus on pixel-based tools, and another will focus on vector-based tools. Both of these projects must take into consideration aspects of digital culture and critical terms from the lectures. These projects will culminate in a works cited document, formal presentation, in-class critique, and reflection.
**COURSE OBJECTIVES**
The objectives of Digital Arts: Culture, Theory, & Practice are that the student can:

**CULTURE**
- Demonstrate an understanding of the connections between culture and theory
- Understand the context that connects technology with visual culture
- Critically examine, using specific keywords, digital culture
- Interpret how producers of images encode their work with cultural significance

**THEORY**
- Demonstrate a thorough knowledge of the critical terminology presented in the course
- Understand the relationships between each keyword
- Successfully critique aspects of their digital culture
- Author projects that intentionally utilizes critical terminology

**PRACTICE**
- Organize and archive digital assets for future research
- Understand various common file types
- Utilize specific file formats based on end-product
- Understand how to adjust file size and resolution within a document
- Demonstrate selections, isolations, and manipulations of objects within an image
- Compose with a progressively more comprehensive knowledge of the computer and the elements and principles of design
- Understand the difference between vector and raster digital work spaces
- Demonstrate a thorough understanding of bezier curves
- Locate online assistance with technical problems; be self-sufficient
- Explore the potential of using computer technology to support the creation of art and design
- Solve visual problems with creativity, invention, and self-expression
- Participate in group critiques to learn the language of art and to explore problem-solving and critical analysis using that language
- Utilize presentation techniques and see how these affect the way a project is perceived

**PERFORMANCE OBJECTIVES**
The student who successfully completes Digital Arts: Culture, Theory, & Practice will have demonstrated the ability to:

**CULTURE**
- Understand the significance of images within digital culture
- Describe the historical context that connects technology to art
- Demonstrate an understanding of the influence of visual imagery on culture

**THEORY**
- Successfully decode images from digital/visual culture
- Produce images encoded with critical intention
**PRACTICE**

- Demonstrate organization and awareness of file types
- Understand how to create a file for print or screen
- Successfully select and manipulate objects
- Successfully create vector-based images using curves
- Demonstrate use of the elements and principles of design
- Utilize key technical terminology during presentations and critiques

**IF YOU WILL NEED ACCOMMODATIONS IN ORDER TO MEET ANY OF THE REQUIREMENTS OF THIS COURSE, PLEASE CONTACT ME AS SOON AS POSSIBLE.**

**ART 118 GRADED TASKS**

**LECTURE:**

- Discussion Posts - Due **Mondays at 11:00AM**
- 3 Lecture Quizzes - Announced in Lecture
- Digital Creative Research Paper - Due **Monday, April 17 at 11:59PM (Midnight)**
- Final Exam - **Monday, May 15 at 10:00AM**

**LAB:**

- Assignment 1: DIA (Digital Image Archive)
- Assignment 2: LAYERS
- Assignment 3: ADJUST
- Assignment 4: ISO (Isolation)
  - Mid-Term Project
  - Assignment 5: PEN
  - Assignment 6: BLOB
  - Assignment 7: EMOJI
  - Extra Credit: STORY
  - Final Project

*DUE DATES WILL BE ANNOUNCED IN THE LABS & ON DROPBOXES*

**MAIN COURSE TEXT**

Willey, Christopher, vision-problems. Cognella Publishing.

*REQUIRED reading. Look at D2L for Purchase Info.*

Other Recommended Readings to be found in Lecture's D2L.

**SOFTWARE & MATERIALS = ADOBE CREATIVE CLOUD**

- Adobe Bridge CC, Adobe Photoshop CC, and Adobe Illustrator CC
The Adobe Software is available in the campus computer labs listed below:

<table>
<thead>
<tr>
<th>Locations</th>
<th>Sunday</th>
<th>Monday-Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolton 225</td>
<td>CLOSED</td>
<td>8am–10pm</td>
<td>8am–5pm</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Library Learning Commons</td>
<td>Open at 12pm</td>
<td>Open 24 hours</td>
<td>Close at 7pm</td>
<td>12pm–7pm</td>
</tr>
<tr>
<td>NWQB 1480</td>
<td>CLOSED</td>
<td>7am–10pm</td>
<td>7am–6pm</td>
<td>7am–6pm</td>
</tr>
<tr>
<td>Union W199</td>
<td>9am–12am</td>
<td>7am–12am</td>
<td>7am–12am</td>
<td>7am–12am</td>
</tr>
<tr>
<td>Sandburg C280</td>
<td></td>
<td>24 hours for Sandburg residents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All labs are closed on official holidays.*

Also Recommended...
- 8GB+ Flash Drive
- Headphones

Panther Academic Support Services
Sarah Wright, Lead Supplemental Instructor

For more information about tutoring:

Click Here
**ATTENDANCE & TARDINESS**

Attendance is mandatory due to the nature of the course content and structure, and students are required to be on time and to attend every class in both the lecture and the labs. Students are allowed **ONE ABSENCE**, shared across both portions of ART 118 (lab and lecture). Role is taken on a combined Google Drive document by the Lab Supplemental Instructors and administered by the Course's Teacher’s Assistant.

**EACH UNEXCUSED ABSENCE AFTER THE FIRST WILL INCUR A -5% PENALTY PER OCCURRENCE. THESE PENALTIES WILL GROW WITH EACH ABSENCE UP TO −20%, AND AFFECT THE STUDENT’S OVERALL COURSE GRADE.**

At three absences, or -10% overall, the TA will contact you with a warning about your attendance. After missing the fifth class the student will be asked to withdraw from the course if possible, or will most-likely fail the course. Excused absences are due to severe circumstances, and must be documented. Examples of excused absences: hospitalization, doctor’s note, death in the family, etc. It is the student’s responsibility to check D2L to see what the class covered that day. Try not to schedule doctor’s appointments during lecture or lab time.

**Don't show up to class you won't pass**

Arrival during the first 30 minutes of the class means the student is tardy. Tardies will earn a –2.5% overall grade penalty which will be added toward overall absences. If a student leaves class at any time before class is over without making prior arrangements, the student will be marked absent. If the student arrives after 30 minutes the they will be marked absent. Please refer to D2L when a lab/lecture has been missed.

**We encourage you to contact your lab instructor to notify them of your lateness or absence.**

**CANCELLATION OF CLASS**

If the canceled class is a work period, the assignment is still due on the scheduled date. If a critique is canceled, it will be held on the next class day. If weather conditions warrant the cancellation of class, the radio or TV will announce the closing. You can also call 414-229-4444 for a recorded message from the university or check:

**Grading Policy**

Final grades are based on an accumulation of points awarded on assignments, projects, quizzes, discussions, exams, a research paper, meeting deadlines, and attendance. We strive to take subjectivity out of assessment, meaning that all grades are quantifiable based on yes/no parameters. Instructors can award a small amount of extra credit for outstanding results; this subjective assessment is designed to only 'help' a student's grade.

*Instructors will not discuss grades over email - only in person.*

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**UWM Uses the Following Grade System**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
<th>4.0 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93% - 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90% - 92%</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>87% - 89%</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>83% - 86%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80% - 82%</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>78% - 79%</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>73% - 77%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70% - 72%</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>68% - 69%</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>63% - 67%</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>61% - 62%</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
<td>0.0</td>
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**Final Grade Calculation**

<table>
<thead>
<tr>
<th>Component</th>
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</thead>
<tbody>
<tr>
<td>D2L Discussions</td>
<td>25%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>Digital Creative Research Paper</td>
<td>25%</td>
</tr>
<tr>
<td>Final Practical Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Final Lecture Grade</td>
<td>100%</td>
</tr>
<tr>
<td>Assignments</td>
<td>33%</td>
</tr>
<tr>
<td>Mid-Term Project</td>
<td>33%</td>
</tr>
<tr>
<td>Final Project</td>
<td>33%</td>
</tr>
<tr>
<td>Lab Attendance*</td>
<td></td>
</tr>
</tbody>
</table>

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The two grades will be **combined** to arrive at an overall Digital Arts 118 grade for each student at the end of the semester. This final grade can be seen in the Lecture portion of D2L.
**DEADLINES AND CRITIQUES**
Each assignment, project, discussion, quiz, and the research paper has a due date announced when it is assigned. On this designated date, all materials must be ready for assessment/critique. Your presence and the presence of your finished work at these critiques are mandatory and important to the structured learning in this course. Students must attend and remain in critiques. Failure to attend critiques will result in an automatic failure on the assignment or project, and students will lose the ability to rework the assignment or project.

**PROJECTS AND ASSIGNMENTS NOT AVAILABLE FOR ASSESSMENT/CRITIQUE WILL BE CONSIDERED LATE AND DOWNGRADED; “C” WILL BE THE HIGHEST GRADE A STUDENT CAN ACHIEVE ON A LATE PROJECT. AN “F” GRADE IS GIVEN IF THE WORK IS NOT TURNED IN BY THE NEXT CLASS PERIOD AFTER IT IS DUE.**

It compounds the problem if a student misses class because the project is incomplete. Please come to class anyway. To ensure that the work is not late in the event that a student misses a class in which a project is due, verify that the correct files are uploaded to D2L, or if the finished work is not a digital file, email the instructor an image of the project before class starts.

**LATE WORK**
Late work is devastating to your overall success in this course. To reiterate: Assignments and Projects not available on their due date/time or for critique will be considered late and downgraded; “C” will be the highest grade a student can achieve on a late project. An “F” grade is given if the work is not turned in by the next lab period after it is due.

**REVISING ASSIGNMENTS**
If assignments are turned in on time, then students have the opportunity to revise assignments at a -5% penalty per revision. Each revision must be accompanied with a typed paragraph of text entered into D2L explaining what revision steps were taken in the file. **STUDENTS MISSING THE EXPLANATORY TEXT WILL NOT HAVE THEIR REVISIONS EVALUATED.**

These revisions have the following due dates:

<table>
<thead>
<tr>
<th>Bridge &amp; Photoshop Assignments (1-4)</th>
<th>Illustrator Assignments (5-7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropbox Folders will close throughout the Week of March 27</td>
<td>Dropbox Folders will close throughout the Week of May 1</td>
</tr>
</tbody>
</table>

**MISSING TASKS**

*Students will not pass ART 118 if they fail to turn in the following: Assignments, Projects, Digital Creative Research Paper and Final Exam.*
**ASSIGNMENT “NO PASS” OBJECTIVES**

**THESE RED LINE ITEMS HAVE BEEN DESIGNATED BY FACULTY HEADS FROM DIFFERENT DEPARTMENTS THROUGHOUT THE PECK SCHOOL OF THE ARTS AS CORE COMPETENCIES THAT ALL ART 118 STUDENTS MUST DEMONSTRATE.**

These are indicated by the “No Pass” icon to the left. Not completing these tasks, or doing these tasks improperly, will cause an automatic “redo” of the assignment. The student will be able to redo the assignment following revision timelines and penalties. The grade will be entered into the grade book as a “0.01” until the redo is complete. If a redo is not complete by the deadline the assignment will keep its "F" grade.

**LINKS TO LYNDACOM**

Assigned projects in this course will be presented in the form of a PDF that is available on D2L. These PDF’s include an outline of project requirements, as well as a list of instructions on how to complete each project. Some items within the instruction list will have green line items and will be indicated by the "Demo" icon to the left. These items are click-able, and will direct you to Lynda.com video tutorials to help you complete that step of the instructions.

**DROPBOX PROTOCOL**

**LECTURE:**
The Digital Creative Research Paper and Extra-Credit Projects both have Lecture dropbox folders. We will not accept late papers, but the extra credit options will stay open until Thursday, May 11 2017 at 11:59PM (Midnight.)

**LAB:**
All assignments (excluding Assignment 1 DIA) and projects have an associated dropbox folder. These dropbox folders correlate to lab assignments/projects and will include their respective due dates based on each individual lab's progress. All assignments and projects have associated D2L rubrics.

**NON-RESPONSE**

Failure to turn in 4 consecutive assignments allows lab instructors to ask a student to leave the course.
**D2L LECTURE DISCUSSIONS**

Most weeks a new discussion board will be posted on the Lecture's D2L. Student responses will be due at **11:00AM on Mondays**. Once a discussion board is closed, students will no longer be able to post or receive credit for any missed posts.

The discussion posts involve a longer prompt that extends the conversation of the lecture. Worth a total of 2 points, each post will be comprised of several individual elements. We are looking for student opinions mixed with the proper use of critical language from the lectures/keywords. Some discussion posts will require intense research, while others will be more whimsical. Once a student has posted once, they will be able to see and reply to other’s posts; however, this is a school forum — please keep it civil (your conduct is being scrutinized.) Instructors will be prompting discussions during lab time. If you have any questions about the discussions or your grade, you can contact your lab instructor directly.

Discussion responses are **12.5% of your overall grade for this course.**

These posts will be marked in the D2L Grades as follows:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No post</td>
</tr>
<tr>
<td>1</td>
<td>Posting an answer that is off topic/not applicable to the question</td>
</tr>
<tr>
<td>2</td>
<td>Full credit, all parts of the discussion question are answered correctly</td>
</tr>
</tbody>
</table>

**ACADEMIC HONESTY POLICY**

Academic work that is submitted to an instructor is assumed to be the result of one’s own labor, thought, research, or self-examination. Further, when wording, organization, images, music, lyrics, audio sources, or ideas are borrowed from another source, that source is to be adequately acknowledged according to proper academic conventions. Academic dishonesty can exist in visual work as well as in written work. In the interest of avoiding the perception of academic dishonesty, images copied, scanned, collaged, or otherwise appropriated from existing sources must be cited according to proper academic conventions. This will be the case even when the appropriated images are re-configured to make a different organization and/or meaning than the original piece.

**WHAT IS COPYRIGHT?**

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the creators of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to use their materials. You must get permission to use copyrighted original works of authorship if you plan to make your project available to the public in any way. For more on gaining permission, see: [http://www4.uwm.edu/ltc/copyright/getting-permission.cfm](http://www4.uwm.edu/ltc/copyright/getting-permission.cfm)
EMAIL POLICY
Consider email to be a formal communication tool. Students are to give the instructor the respect due by virtue of the teacher/student relationship. As such, the email should be polite, necessary, and considerate of the instructor’s time. The primary use of email is to arrange meetings with instructors and to notify them of upcoming tardiness/absences. Only use your UWM email address.

Do not solicit assistance on assignments over email.

In an effort to separate work/life/research, instructors will answer emails received after normal business hours (8:00AM - 6:00PM Monday - Friday) at their convenience. While we will make every effort to accommodate requests in a timely fashion, we want to set proper expectations up front.

DRUGS AND ALCOHOL
It is not fair to yourself, or to your colleagues, to come to class under the influence of any drugs. If we suspect that you have been using banned substances, we will ask you to leave the class, mark you absent for the day, and report the incident to the proper authorities. We will not tolerate this, and there are no exceptions/excuses.

RESPECT
We create a comfortable atmosphere in our education spaces, and the only way to foster that kind of space is through an environment of mutual respect.

Non-Discrimination
We will not stand for discrimination of any kind.

NON-DISCRIMINATION FOR DISABLED PERSONS
We will work to ensure non-discrimination and equal opportunity for otherwise qualified disabled persons. In all matters of employment and education, disabled persons will receive reasonable accommodations to enable full participation in the UWM community.

NON-DISCRIMINATION FOR AGE, NATIONAL / ETHNIC ORIGIN, RACE & RELIGION
We will vigorously strive to embrace global and diverse perspectives. We promote an atmosphere of dignity for all individuals and groups within our space. Discrimination based on age, national or ethnic origin, race or religion in any form, individual or institutional, constitutes an offense against human dignity.

NON-DISCRIMINATION FOR GENDER AND SEXUAL ORIENTATION
We are committed to providing a working, living, and learning environment that nurtures and develops the talents of all its members without regard to gender or sexual orientation.
CONTROVERSIAL WORK
Due to the nature of personal exploration, student work has the potential to roam into sensitive territories. We are operating in an environment that extends full respect to each of its members. In accordance to that respect, if your work is even potentially controversial, please work directly with the lab instructor before showing anyone else, and also let other students know before you show it to the class. Additionally, if at any time during a class you feel offended by a work or a conversation, you may be excused.

HEALTH INSURANCE
It is strongly recommended that all students have health insurance that includes emergency room and hospitalization coverage. The University does not provide blanket medical coverage to students. Students are strongly encouraged to secure their own health insurance, either through their parents, the Student Health Insurance Plan or some other program.

ACCESSIBILITY RESOURCE CENTER
Reasons you may need to work with the ARC include but are not limited to: depression, anxiety, learning challenges, physical challenges, etc. If you will need accommodations in order to meet any of the requirements of this course, please contact us, as well as the Accessibility Resource Center as soon as possible. They will create a plan and give you support, but these services will be most helpful if configured within the first couple of weeks of the semester. Please note that it will be the student’s responsibility to provide the ARC and Instructors with proper documentation. Students are also responsible for the timely arrangement of ARC quiz/test administration, usually 1-2 weeks ahead of scheduled in-class exam time.

http://www4.uwm.edu/arc/

STUDENTS WITH DISABILITIES
Accommodations for students with disabilities:

http://www4.uwm.edu/arc/

RELIGIOUS OBSERVANCES
Accommodations for absences due to religious observance:

http://www4.uwm.edu/secu/docs/other/S1.5.htm

STUDENTS CALLED TO ACTIVE MILITARY DUTY
Accommodations for absences due to call-up of reserves to active military duty:

http://www4dev.uwm.edu/current_students/military_call_up.cfm

INCOMPLETES
A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of the semester but who, because of illness or other unusual and substantiated cause beyond the student’s control, has been unable to take or complete the final examination or to complete some limited amount of term work.

https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf
DISCRIMINATORY CONDUCT (SUCH AS SEXUAL HARASSMENT)
Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff.

https://www4.uwm.edu/secu/docs/other/S_47_Discriminating_Policy.pdf

ACADEMIC MISCONDUCT
Cheating on exams or plagiarism are violations of the academic honor-code and carry severe sanctions, including failing a course or even suspension or dismissal from the University.

https://www4.uwm.edu/dos/conduct/academic-misconduct.cfm

COMPLAINT PROCEDURES
Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.

http://www4.uwm.edu/dos/support/complaints-and-grievances.cfm

GRADE APPEAL PROCEDURES
A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School.

https://www4.uwm.edu/secu/docs/other/S28.htm

FINAL EXAM
The final exam requirement information.

https://uwm.edu/registrar/students/final-exam-schedule-information/